

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-111. Awards for Source Reduction Programs under the Pollution Prevention Act

1. **AUTHORITY.** Pursuant to Section 6604(b)(13) of the Pollution Prevention Act (42 U.S.C. 13103(b)(13)), the authority to administer annual award program components under the annual award program established agency-wide by the Office of Chemical Safety and Pollution Prevention.
2. **TO WHOM DELEGATED.** Director of the Land, Chemical and Redevelopment Division.
3. **LIMITATIONS.**
 - a. Awards are limited to nonmonetary award objects. Awards that cost more than the amount allowed for U.S. Environmental Protection Agency personnel under the agency's nonmonetary award policy (EPA Manual 3130 A2, Recognition Policy and Procedures Manual) must be approved by the assistant administrator, associate administrators, or regional administrator.
 - b. The regional administrator must review the Region's annual award program components, in consultation with legal counsel, to ensure compliance with Section 6604(b)(13) of the Pollution Prevention Act.
 - c. Agency documents that establish annual award program components based on legally binding selection criteria must comply with agency procedures applicable to the congressional review provisions in Chapter VIII of the Small Business Regulatory Enforcement Fairness Act, 5 U.S.C. §§ 801-808.
4. **REDELEGATION AUTHORITY.**
 - a. This authority may be redelegated to the branch chief level, or equivalent, and may not be redelegated further.
 - b. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.
5. **ADDITIONAL REFERENCES.**
 - a. "Annual award program component" means an EPA program, initiative, or similar effort which provides for an award or awards given on an annual basis to recognize a company or companies' operation of a source reduction program(s). An annual award program component can include multiple award ceremonies as long as the agency's decision to present an award in any particular award category is made on an annual basis. A company or companies can receive more than one annual award, under the same or different annual award program components, for the same source reduction program. An award may be based on a source reduction program that is a part of an overall company program or policy that promotes environmental protection. Award criteria may include other factors besides source reduction, if source reduction is a significant component of the company's outstanding or innovative environmental efforts.

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- b. "Company" means any organization that is incorporated under the laws of a state or territory, or Indian tribe, including non-profit organizations. The term does not include such governments themselves, i.e., states or their political subdivisions, local governments, tribes or public school districts.
- c. "Source reduction program" means an organized effort relating to practices under Section 6603 (5) of the Pollution Prevention Act that promote source reduction in a company's operations. The term may include efforts specifically designed to elicit source reduction practices among third parties such as customers and suppliers. It does not include recycling that is not part of a program that includes outstanding or innovative source reduction.
- d. Guidance on *Compliance Screening for EPA Partnership Programs*.
- e. EPA Manual 3130 A2, Recognition Policy and Procedures Manual or any subsequent guidance on nonmonetary awards to agency employees.
- f. Section 6603(5) of the Pollution Prevention Act, defining "source reduction." The term "source reduction means any practice which:
 - 1. reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and
 - 2. reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

The term includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control.

The term "source reduction" does not include any practice which alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the providing of a service.

Debra H. Thomas
Acting Regional Administrator

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Date